

Garrett Park Land Use Task Force  
Minutes  
November 19, 2009

Present: Lizzie Glidden-Boyle, Suzanne Grefsheim, Kay Hager, Todd Harris, Ken Ingham, Barbara Jackson, Pat Keating, John King, Cindy Kratz, Peter Kratz, Pam Morgan, Kevin Pope, Bob Reinhardt, Natalie Shelton, and Nancy Schwartz. Ex-officio: Beth Irons, Council Liaison.

Absent: James Barrett, Harry Gordon, and Thomas Twedt.

The regular monthly meeting of the Garrett Park Land Use Task Force was held on Thursday, November 19, 2009, at 8:30pm in the home of Barbara Jackson, since the chair did not have a key to the Town Hall. Suzanne Grefsheim chaired the meeting. The minutes of the October 22 meeting were approved as corrected by email on November 3.

#### Status Report on LUTF motions to the Town Council

Beth Irons reported that for the October 26 working session of the Town Council she circulated a draft of the requested guidance for comment by other Town Council members. She intends to have a revised draft incorporating these comments ready for the next working session on November 23. Irons also noted that the Town Council is awaiting a reply from the outside attorney before any action will be taken on the LUTF motion related to exemptions from setbacks. The attorney has not yet responded to a request from the Mayor for a date she will have her response.

#### Sub-Committee Reports

##### Research Sub-committee

The sub-committee did not meet since the last LUTF meeting. However, Suzanne Grefsheim reported that, at the request of the Executive Committee, she informed Ted Pratt that, for purposes of the Task Force, the permit database was no longer needed. Pratt offered to refund the LUTF funds used to pay for data input. The Chair gratefully accepted the offer.

Natalie Shelton then provided background on what the original goals for such a database were. She and others noted that having a searchable database of this type would be highly desirable for many purposes, not just the LUTF. It was suggested that the LUTF should recommend in its final report that some method be developed to easily gain access to permit information. An essential element of such a method is a unique permit number based on the date (year-month-day). Other data elements suggested were: FAR and lot coverage as determined by the Setback Committee, date the variance was submitted and date it was approved.

##### Technical Standards Sub-committee

Bob Reinhardt said the sub-committee met on November 12 to take a virtual walking tour based on the tour Nancy Schwartz and Barbara Jackson developed. They were able to cover 15 of the 31 houses on the tour. The sub-committee will complete the tour at its December 10 meeting.

They are using the walking tour to identify the “patterns” that signify Garrett Park - design elements or construction practices that the sub-committee believes should be encouraged or discouraged. This exercise will inform and be documented in their report to the full Task Force, which he anticipated would be ready early in 2010.

#### Round Robin - Impressions from Citizen’s Association Meeting

Before hearing the Communications sub-committee report, Grefsheim asked Task Force members who attended the Citizen’s Association meeting on October 28 for their impressions of citizen comments. The need for clarity in both the ordinance and the process was the foremost impression. Many expressed disappointment that LUTF members did most of the talking.

#### Communications Sub-committee

Cindy Kratz reported that she had received 50-60 completed surveys since the Citizen’s Association meeting, mainly as a result of electronic distribution that had been used only recently. She believes extending the deadline to return the survey to December 6, after the Thanksgiving Holiday, is necessary to make sure everyone who wants to complete the survey has the time and opportunity to do so. The LUTF agreed to the extension of the deadline.

Kay Hager, Ken Ingham, Cindy Kratz, Natalie Shelton, and Pam Morgan will individually and as a group analyze the surveys and prepare a report to the full LUTF for its December 17 meeting if possible.

#### Walking Tour

Since the walking tour was already the subject of the Technical Standards Sub-committee report, Nancy Schwartz said she had little more to offer. She did note that Ken Ingham had posted before and after photos to the written version of the tour on the LUTF website that he maintains. After some discussion there was agreement that the walking tour is a tool for the LUTF at this time and should only be more broadly distributed and promoted in conjunction with the LUTF’s report to the Town.

#### New Business

Grefsheim noted that during the round robin Ken Ingham had suggested that rather than survey citizens in general, the LUTF survey itself to surface where we agree and disagree so we can begin to work on ways to come to agreement on the recommendations. She asked whether this was of interest for the next meeting. It was decided that the list of encouraged/discouraged design elements and construction practices that the Technical Standards Sub-committee is planning to present in January or February would serve the purpose.

The meeting adjourned at 10:20pm